

California Housing Finance Agency Job Opportunity

Office Assistant (Typing)

Salary Range	\$2003-2641
Final File Date	Open until filled
Division	Fiscal Services Division, Loan Services Unit
Specific Location	12 th & L, Downtown Sacramento
Tenure & Time base	Permanent & Full-time
Number of Positions	One
Questions?	Carol LiVecchi 916-327-5172 or clivecchi@calhfa.ca.gov California Relay Telephone Service for the Deaf or Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Who Should Apply	Qualified candidates must have eligibility for State employment either by being in a reachable rank on an employment list for this classification, or by having transfer/reinstatement eligibility to this classification. Please state your eligibility for this vacancy in Section 12 of your application. SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.
How to Apply	Submit a standard State application form (resume may be attached) to: Carol LiVecchi California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website at www.spb.ca.gov or by contacting CalHFA. Please state on your application that you are applying for the position in the Loan Servicing Unit.
Duties	<p>Under the supervision of the Housing Finance Officer and the lead of the Housing Finance Specialist, the Office Assistant performs clerical duties relating to closing out files on paid-in-full loans, assists in the area of customer service and researches to locate borrowers so that payoff refund checks and mail can be forwarded to the correct address. Following are some of the duties to be performed:</p> <p><u>Essential Functions:</u></p> <ul style="list-style-type: none"> 20% Input information on paid in full loans into Excel spreadsheets to be sent electronically to the vendor, preparing reconveyances on subordinate loans. 20% Send out loan documents (Notes, Deeds of Trust, etc.) to paid in full borrowers. 20% Pull files of paid-in-full loans from the active files and prepare the lists and boxes of paid off loans to be sent to archives for permanent storage. 10% Serve as the back-up to the Customer Service counter in Loan Servicing. 10% Handle returned mail on subordinate liens forwarding to new address if provided or researching to find new address and updating computer system with current information. <p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>

	<p>5% Mail or fax payoff demands to borrowers, escrow companies and title companies upon request.</p> <p>5% Prepare letters, forms and other documents in Word.</p> <p>5% Upon request, send out copies of loan documents, customer activity statements, year-end statements, etc.</p> <p>5% Other duties as required.</p>
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06/28/2006